



GUIDELINES FOR SEQUIM HOLIDAY TREE ORNAMENT PROJECT

Sponsored by the Sequim City Arts Advisory Commission



PROJECT DESCRIPTION:

4th grade students (or age equivalent) in the Sequim School District, private schools and/or home schooled, are invited to create an ornament for display on the annual Sequim Holiday Tree to be on display in the Sequim Civic Center from the end of November 2016 through the first of January 2017.

AGE/GRADE: 4th Grade or 9 year olds.

TIMELINE:

- Deliver ornament to Sequim Civic Center on Monday, November 21, 2016 between 1:00 p.m. and 3:00 p.m. Information forms must be filled out when ornaments are delivered. *Arrangements can be made for an alternative delivery day or time if needed.*
- Tree will be on display and decorated by Monday, November 28, 2016.
- Tree Lighting and Official Reception for all student participants and parents on Friday, December 2, 2016 from 4:00 to 6:00 p.m.
- Ornaments will be available for pick-up on Friday, January 6, 2017 from 2:00 p.m. to 4:30 p.m.

THANK YOU PHOTO/CARD: All participants will receive a photo and commemorative card as a Thank You remembrance for their participation when their ornament is returned in January. *No financial compensation will be offered to any participant.*

ORNAMENT SPECIFICATIONS:

- 2016 Theme: "What the Holidays Mean to Me." There are no color restrictions.
- Size: Maximum size is 5x5x5" minimum size is 2x2x2".
- Materials: Any materials are acceptable as long as they are dry. No fluid allowed. No live entries. No candles, electric, battery powered or flammable materials can be accepted.
- Examples of Accepted Materials: Commercial crafting materials; fabric; decorated plastic or glass tree balls; flowers, moss, tree twigs.
- All ornaments must be presented with a hanging loop (wire, ribbon or cord) for affixing the hanging hooks to the ornament for display on the tree. City staff or City Arts Advisory Commission members will hang all ornaments.

DISCLAIMER: Care will be taken to ensure all ornaments are carefully handled but neither the City nor the Arts Commission will take responsibility for any breakage and/or loss of any ornament presented for display.

FOR MORE INFORMATION: Contact City Clerk Karen Kuznek-Reese at 681-3428 or kkuznek@sequimwa.gov or Sharon DelaBarre at 683-6592 or Sharon@dbamlg.com.



Calling All 4th Grade Students



*Help Us Decorate the Holiday Tree
at the Civic Center!*



All 4th grade or 9 year old students, living within the Sequim School District, are invited to create an ornament to be displayed on the Holiday Tree on display in the Sequim Civic Center, 152 W. Cedar Street, from the end of November 2016 through the first of January 2017. See the back of the flyer for more details or contact City Clerk Karen Kuznek-Reese at 681-3428 or kkuznek@sequimwa.gov or Sharon DelaBarre at Sharon@dbamlg.com or 683-6592 with questions.